

Post Office Services Transmittal Letter

1. Filing Instructions

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137.251a

2. Explanation of Manual Changes.

By Executive Memorandum of June 18, 1965, the President directed all Federal Agencies to take the lead in ZIP Coding mail and instructed the Postmaster General to issue regulations governing the use of the ZIP Code by such agencies.

Pursuant to this directive new Section 137.26 is being added to be effective in two phases in order to permit time for converting to the ZIP Coding system:

- a. Prescribing not later than November 1, 1965, that typed or handwritten addresses on official mailings by Federal Agencies must include the ZIP Code.
- b. Prescribing not later than January 1, 1967, that all Federal Agencies must use the ZIP Code in the addresses on all official mail and that they must presort quantity mailings by ZIP Codes.

While these advance dates have been set to permit time for conversion where required, the Executive Memorandum places responsibility upon Federal Agencies to provide an example for private mailers in the effective use of the ZIP Code system. Therefore, each agency should make arrangements to follow these regulations at the earliest practicable date.